

Checklist to Cancel Receipts

Canceling a receipt or canceling a line on a receipt after it has been entered and saved.

Navigation: **Purchasing > Shipments > Maintain Receipts**

1. Click the “Find an Existing Value”.
2. Enter the Receipt Number. If you do not know the receipt number, click search. Double click on the receipt that you wish to cancel.
3. Select the line that you want to cancel.
4. Click either Cancel Receipt (cancels the entire receipt) or Cancel Line (cancels the selected line).
5. Message box will display stating, “Canceling Receipt/Item cannot be reversed. Do you wish to continue?”
6. Click Yes.
7. Click Save.